



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
STATE POLICE CAPTAIN

ANNUAL \$131,840 SALARY APPLICATION CLOSING EXAM
SALARY: \$140,080 GROUP: SS 02 DATE: APRIL 20, 2015 NO: 150400APDJ

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection, Division of State Police, this class is accountable for directing operational activities of a specialized section or may be assigned as Deputy Commander to the head of a district or bureau.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION** WHO BY **APRIL 20, 2015** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Two years' experience as a State Police Lieutenant.

SPECIAL REQUIREMENT: Incumbents in this class must possess and retain a current Connecticut Motor Vehicle Operator's License.

PHYSICAL REQUIREMENT: Incumbents in this class must possess sufficient strength, stamina, agility and endurance to perform all the duties of the class.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes, regulations and court decisions; considerable knowledge of principles of modern police administration, organization and management; considerable knowledge of modern police investigative techniques, procedures and aids; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	WRITTEN PROFESSIONAL PROFILE	70% 30%

Note: Applicants must participate in both parts of the examination in order to receive a final score on the examination.

THE WRITTEN TEST: The written test will be administered on **THURSDAY, June 11, 2015, at 8:30 a.m.** Candidates will be notified by mail of the location of the test. The written test will be composed of written essay questions and exercises. There will be no make-up examinations except in very rare situations, where an applicant has a legitimate reason for not attending the regularly scheduled examination such as active military duty, serious illness or injury, death in the immediate family, accident the day of the exam, or an out-of-state vacation scheduled prior to the posting date of the examination. Documentation will be required (e.g., military orders, medical certification, police report, airline tickets) prior to the date of the exam, except in critical situations occurring the day of the exam. For those critical situations occurring the day of the exam, documentation will be required by close of business the first business day following the exam. DAS has final authority to approve or deny all make-up requests.

THE PROFESSIONAL PROFILE: This will consist of a resume (summary) of candidates' Supervisory/Management assignments AND education as explained in the Profile Instructions below. (Your Profile summary should be typed on 8½ in. x 11 in. paper with the exam number and your Social Security Number typed at the top of each page. Place your Profile summary in a 10 in. x 13 in. or similar size envelope with your name printed clearly on the outside.) **The Professional Profile will be collected from candidates when they report to take the written test on June 11, 2015. Candidates will be required to submit their Profile package in order to be admitted to take the written test.**

PROFILE INSTRUCTIONS: Part 1: Provide a resume of all of the separate Supervisory assignments that you have had while holding the official rank of State Police Sergeant or higher. This resume should be in outline form, beginning with your current assignment and going back in time. For each assignment, provide: (1) The title of the duty assignment (e.g., Commanding Officer of Troop K, Commanding Officer of Special Licenses & Firearms, Acting Commanding Officer of SNTF, Executive Officer of Troop H, Legislative Liaison Officer, etc.); (2) The beginning and ending dates (provide the month, day and year) for the assignment; (3) The official rank held; and (4) A very brief description (just a few sentences) of the major responsibilities of the assignment and the approximate number of subordinates under your command/supervision. **Part 2:** Following your assignments, include a list of the college or graduate degrees that you have earned or the number of college credit hours that you have completed if you have not earned a degree. Photocopies of your official college transcript(s) or diploma(s) must be attached. You will receive credit for a college degree or for credit hours only if a copy of the corresponding transcript/diploma from an accredited college or university which gives the dates when degrees or credit hours were awarded is included with your examination materials. **THIS MATERIAL WILL CONSTITUTE THE PROFESSIONAL PROFILE COMPONENT OF THE EXAMINATION.**

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **Applications must be date stamped by DAS/Human Resources or postmarked by APRIL 20, 2015.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Emergency Services and Public Protection.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

Note: Applicants on active military duty should contact 860-713-5207 to discuss the possibility of special testing accommodations. Special testing accommodations for active military personnel should be requested during the application filing period if possible. If not possible, special testing accommodations must be requested within 4 weeks of return from active military service. Copies of military orders will be required for all requests.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities and military veterans.